SELECTIVE REVIEW INFORMATION REQUEST (SRIR)
FUNDING YEAR 2006

CASE # SR-2006-BEN#

To:		From:	
Your Phone Number:		My Phone Number:	
Your Fax Number:		My Fax Number:	(973) 599-6515
Entity Name:		My E-Mail Address:	@sl.universalservice.org
Today's Date:		Total Pages:	
PLEASE RESPOND BY:			
Form 471 Application Number(s):			

PLEASE CALL TO CONFIRM THAT
THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.

It is important that we receive all of the information requested within **30** calendar days from the date of this document so that USAC may complete the review of your funding request(s). USAC encourages you to provide full and complete responses. A non-response to any of the questions asked will be interpreted to mean that you had no information to provide on the question. A partial answer will be viewed as being all of the information that you have on the subject. When your response is received, USAC will complete the Selective Review based on the information on hand. USAC urges you to carefully review your response before returning it to ensure that you have provided complete responses to all questions. Finally, note that USAC is unable to grant multiple or lengthy extensions to respond to this request for information or seek information not previously provided.

(Part I) Competitive bidding and vendor selection processes, and
(Part II) Information to support the certifications you made on FCC Form 471

Who can respond to this request for information?

This document requests information that must be provided by the applicant or by the applicant's authorized representative.

How to respond

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Reviewer name PIA Selective Review (973) 599-6515 (fax)	Reviewer name SLD 100 S. Jefferson Road Whippany, NJ 07981	Name@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 30 calendar days. *A checklist of the items requested in this document is included on page 2.* If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Selective Review Information Request Checklist
Please complete and return with your responses

Items to be returned to the E-Rate Reviewer	Document(s) Title & Corresponding FRN[1]	Status
Item 25 Worksheet Summary (page 3)		☐ Enclosed
Signed & dated contracts and/or other agreements with service providers related to the Form(s) 471		☐ Enclosed ☐ N/A
Request For Proposal (RFP)		☐ Enclosed ☐ N/A
All bid responses received for all funding requests		☐ Enclosed ☐ N/A
Vendor selection process description (created during the bidding process)		☐ Enclosed ☐ N/A
Signed and dated Consultant Agreement(s) or Letter of Agency		☐ Enclosed ☐ N/A
Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process		☐ Enclosed ☐ N/A
Organizational Structure		☐ Enclosed ☐ N/A
Resource Plan (page 7)		☐ Enclosed
E-Rate Implementation Description (page 7)		☐ Enclosed ☐ N/A
Technology Plan Support Request for FY 2006 (page 7)		☐ Enclosed
Budget Information (page 8) (Approved operating budget or alternative budget documentation for FY 2006)		☐ Enclosed
Selective Review Certification (page 9)		☐ Enclosed

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[1] **Write on the first page of the document provided, the FRN numbers(s) the document supports.**

Item 25 WORKSHEET SUMMARY:
Complete and return to Schools and Libraries Division (See pages 5-7 for instructions)

Item 25 Worksheet Summary		Funding Year 2005 (07/01/05–06/30/06)	Funding Year 2006 (07/01/06–06/30/07)
Section I: Connectivity (see page 5)			
I-A. Commitment Amount Requested			
• Telecom	1	$	
• Internet Access	2	$	
• Basic Maintenance of Internal Connections	3	$	
• Internal Connections	4	$	
I-B. Form 471 Applicant's Share			
• Telecom	5	$	
• Internet Access	6	$	
• Basic Maintenance of Internal Connections	7	$	
• Internal Connections	8	$	
I-C. Amounts not covered by E-Rate			
• Telecom	9	$	
• Internet Access	10	$	
• Basic Maintenance of Internal Connections	11	$	
• Internal Connections	12	$	

Section II: Hardware (see page 6)	Funding Year 2005	Funding Year 2006
II-A. Number of Computers Connected	13a. #	13b. #
II-B. Number of Servers Connected	14a. #	14b. #
II-C. Number of Data/Voice Drops Installed	15a. #	15b. #
II-D. Applicant Expenditure	16a. $	16b. $
II-E. Contribution / In-Kind Donations	17a. $	17b. $

Section III: Professional Development (see page 6)
III-A. Staff Training Hours (since 2002) (Total 100%):

0-4 Hrs._____%   5-14 Hrs._____%   15-24 Hrs._____%   25-49 Hrs._____%   50+ Hrs._____%

	Funding Year 2005	Funding Year 2006
III-B. Applicant Expenditure	20a. $	20b. $
III-C. Contribution / In-Kind Donations	21a. $	21b. $
Section IV: Software (see page 6)		
IV-A. Applicant Expenditure	23a. $	23b. $
IV-B. Contribution / In-Kind Donations	24a. $	24b. $
Section V: Retrofitting (see page 6)		
V-A. Applicant Expenditure	26a. $	26b. $
V-B. Contribution / In-Kind Donations	27a. $	27b. $
Section VI: Maintenance (see page 6)		
VI-A. Applicant Expenditure	29a. $	29b. $
VI-B. Contribution / In-Kind Donations	30a. $	30b. $

Section VII: Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)

Level 1 current:	Level 2 current:	Level 3 current:	Level 4 current:
Level 1 by 6/30/07:	Level 2 by 6/30/07:	Level 3 by 6/30/07:	Level 4 by 6/30/07:

For Consortium applicants choosing to provide a response on a <u>disaggregated</u> basis:
Block 4 Entity Name: _____   Entity Number: _____
Item 25 Worksheet Summary page: _____ of _____

<u>**Selective Review Overview**</u>

We are requesting and will be looking at information for ALL Form(s) 471, listed on the cover page of this document, that were filed by the billed entity for the 2006-2007 funding year (Funding Year 2006). Please notify us if you have any additional Form(s) 471 for your billed entity number that we have not listed. Also, please include any applications that may have been filed under a different entity number, if that entity belongs to the billed entity (e.g., elementary schools within a School District that file their own applications in addition to the applications filed on their behalf by the District. This review will include all of those applications as well).

This document is a quick tool to guide you with your Selective Review responses. **For complete instructions and further information regarding the Selective Review process, USAC recommends** you refer to www.universalservice.org/

Special note to Consortium applicants: You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis or you may refer to universalservice.org/ for additional information.

<u>**Part I: Information Regarding your Competitive Bidding and Vendor Selection Process**</u>
For each of the following items we have outlined the requested documentation you will need to supply. **Please provide the information by funding request number (FRN) unless otherwise indicated.** In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate on the first page of the document which FRN(s) is supported by the document. If for any reason you do not have any of the documentation requested below, you **MUST provide a complete explanation for why it is missing**.

1) **CONTRACTS AND/OR OTHER AGREEMENTS**
   Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc. (**NOTE: COPIES OF STATE MASTER CONTRACTS ARE NOT REQUIRED IF YOU HAVE ALREADY SENT A COPY OF YOUR STATE MASTER CONTRACT.,TELL YOUR REVIEWER THE TYPE OF DOCUMENT PROVIDED AND FORM 471 NUMBER. OR IF YOUR STATE MASTER CONTRACT IS LOCATED ON A WEBSITE, PLEASE PROVIDE US WITH THE WEBSITE URL.**)

2) **REQUESTS FOR PROPOSAL (RFP)**
   Copies of any and all requests for proposals (RFPs), invitations to bid, requests for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP. RFP should indicate when they were first made available to service providers.

3) **BID RESPONSES**
   Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding

requests. Also, specify the number of bids received for each FRN. Again, this information should be provided for all funding requests including tariff, month-to-month and contracted services.

4) **VENDOR SELECTION PROCESS**
Documentation should include documentation created during the bid process that indicated how and why you selected the vendor. You should also include the bids you received and other bid documentation such as attendance sheets, correspondences to and from the bidding vendor and your evaluation process.

5) **CONSULTING AGREEMENTS**
Please provide a complete signed and dated copy of any consulting agreement(s), which may include Letters of Agency relating to the planning, implementation, and support of your E-rate funding request(s). If consulting agreement(s) were not used, please indicate as such.

6) **CORRESPONDENCE**
Provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

7) **ORGANIZATIONAL STRUCTURE**
If your organization functions in multiple capacities, such as consultant, service provider, and/or applicant, provide a copy of your organizational flow charts or budget clearly identifying your business functionality and reporting structure in the organization.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

Part II: Information Regarding Your Item 25 Certification

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "*The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services.*"

1) Item 25 Worksheet Summary Instructions: (for complete instructions: www.universalservice.org/sl)

This part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. **Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.**

Section I. Connectivity I-A, I-B, I-C.

We combined the commitment amounts that you requested on your Form(s) 471, Block 5, Item 23k by service category (e.g., telecommunications, Internet access, internal connections, basic maintenance). We placed those sums next to the respective service category(ies). Please verify that these are the correct sums of the funding request amounts.

If you have determined a discrepancy due to:

- Funding Year 2006 Form(s) 471 contains duplication to account for Funding Year 2005 funding uncertainties; and/or

- You have identified additional Form (s) 471, which is not listed on this cover page of this

document:

(1) make necessary adjustments to Subsections I-A and I-B to accurately reflect all Form(s) 471 filed by your billed entity, (2) initial it, and (3) in a separate attachment explain the adjustment when you return the worksheet.

Sections II through VI:
Hardware, Professional Development, Software, Retrofitting and Maintenance

You will be asked for investment amounts in these areas for the prior Funding Year 2005 (July 1, 2005 through June 30, 2006) and also for the investment that coincides with Funding Year 2006 (July 1, 2006 through June 30, 2007). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

Section II: Hardware

	As of Today		As June 30, 2007
Section II-A, 13a	Number of computers connected to the Internet	Section II-A, 13b	Number of computers scheduled should to be connected to the Internet
Section II-B, 14a	Enter the number of servers connected to your network	Section II-B, 14b	Enter the number of servers scheduled to be connected to your network
Section II-C, 15a	Enter the number of data and voice drops that are currently installed	Section II-C, 15b	Enter the number of data and voice drops that are scheduled to be installed
	Funding Year 2005		Funding Year 2006
Section II-D, 16a	Estimate your total expenditures for hardware	Section II-D, 16b	Estimate your total expenditures for hardware
Section II-E, 17a	The value of in-kind hardware donations received	Section II-E, 17a	The value of in-kind hardware donations received

Section III: Professional Development

Professional Development, which is not eligible for E-rate discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

Sections IV - VI: Software, Retrofitting, and Maintenance

- **Applicant Expenditure lines:** Enter your estimate the value of your E-rate non-eligible expenditure for software, retrofitting, maintenance for Funding Year 2005 ("a" column) and anticipated expenditures in Funding Year 2006 ("b" column).

- **Contribution/In-Kind lines:** Enter your estimate value of any in-kind contributions/donation or pro-bono work for software, retrofitting, maintenance for Funding Year 2005 ("a" column) and anticipated contributions/donations Funding Year 2006 ("b" column).

Section VII: Technology Implementation Level Worksheet

- In column (A), list the number of schools or libraries that currently fall into the technology levels described below.
- In column (B), indicate where you anticipate your schools/libraries to be, as a result of the technology requests you made on your Funding Year 2006 Form(s) 471.

If you are responding on behalf of a consortium, a school district or a library system that has schools or libraries (outlets/branches) at different levels, please list the number of sites that are at each level.

Please list the *number* of the schools and libraries that are currently and *will* be at each level *after* the requested service are installed.		(A) Current Number of Schools/Libraries	(B) After 2006-2007 E-rate products/services are installed number of Schools/Libraries
Level 1	Phone Service, and Single Point Internet Access	Enter the above number in "Level 1 current:" on the Item 25 Worksheet.	Enter the above number in "Level 1 by 6/30/07:" on the Item 25 Worksheet.
Level 2	Phone Service and multiple computers connected directly to the Internet in a networked lab or single location in a single library.	Enter the above number in "Level 2 current:" on the Item 25 Worksheet.	Enter the above number in "Level 2 by 6/30/07:" on the Item 25 Worksheet.
Level 3	Phone Service and direct Internet connection on building LAN with some classrooms networked or distributed centers in a library.	Enter the above number in "Level 3 current:" on the Item 25 Worksheet.	Enter the above number in "Level 3 by 6/30/07:" on the Item 25 Worksheet.
Level 4	Phone Service, and direct Internet connection on building LAN with access from all classrooms or library centers.	Enter the above number in "Level 4 current:" on the Item 25 Worksheet.	Enter the above number in "Level 4 by 6/30/07:" on the Item 25 Worksheet.

2) RESOURCE PLAN: (Submit a narrative)

Resource Plans and Investments: Provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years' investments in technology. In your attachment you may cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you have made a significant investment in technology prior to Funding Year 2006, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

3) E-RATE IMPLEMENTATION DESCRIPTION: (Submit a narrative)

Describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document. If a complete description is provided in the attached technology plan, please indicate such.

4) TECHNOLOGY PLAN

- Provide a copy of the written technology plan that covers Funding Year 2006 (July 1, 2006 through June 30, 2007) that supports and validates the services requested on your applications for Funding Year 2006, and that was in place at the time you filed your Form(s) 470 for FY 2006.
- Please indicate who wrote the Technology Plan and/or assisted you with the development (e.g. the School District, a consultant, an ESA, etc.) and who approved or will approve the Plan.

Your technology plan helps us better understand the resources that are available to support the funding requests that you have submitted on your Form(s) 471.

5) OPERATING BUDGET

Final, Approved Operating Budget:

Provide an approved 2006-2007 operating or facilities budget, including total revenues and expenses (covering Funding Year: July 1, 2006 – June 30, 2007) that documents your expenditures and ability to pay your share of the purchased products/services. **(YOU MUST INDICATE THE EXPENSE LINE(S) FROM WHICH YOUR E-RATE SHARE WILL BE PAID)** If you provide a final approved budget, we may verify that budget with independent sources. Please indicate on the budget that it is final and approved.

Alternatives to a Final, Approved Operating Budget:

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation, please see www.univeralservice.org for further details.

Selective Review Information Request Completion Certification

Complete and return the enclosed Certification to the Schools and Libraries Division (SLD). If the applicant's authorized representative completed the information in this document, please *attach a copy of the letter of agency or other agreement* between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm. Please note that if an authorized representative signs this form, a signer of school or library official is also required in the space provided below.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name of Authorized Signer	Title		
Email Address	Telephone Office: Fax :		
Authorized Signer's Employer's Name			
Employer's Street Address		State	Zip Code

SECTION 2: APPLICANT INFORMATION	
Billed Entity Name	Billed Entity Number
Funding Year 2006 Forms 471 Application Numbers:	

SECTION 3: CERTIFICATION STATEMENTS

- ▫ I certify that I prepared the responses in this document on behalf of the above named entity.
- ▫ I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected.
- ▫ I certify that the Billed Entity
  - ☐ is an Education Service Agency as defined under state law.
  - ☐ is not an Education Service Agency (ESA) as defined under state law.

Authorized Signer's Signature	Date
Authorized School or Library Official's Signature	Date
Title of Authorized School or Library Official	

The FCC's Fifth Report and Order (FCC 04-190) released on August 13, 2004, sets out document retention requirements for program participants. Failure to comply with these requirements will put your funding at risk.